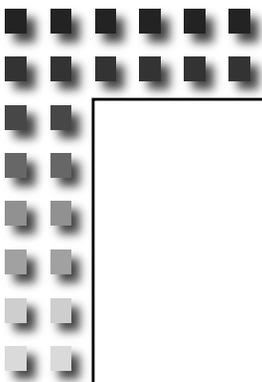


Meeting minutes and tools

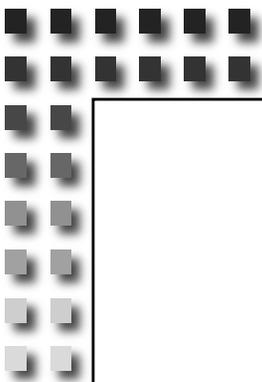
Mahesh Jethanandani
IETF 105, July 2019





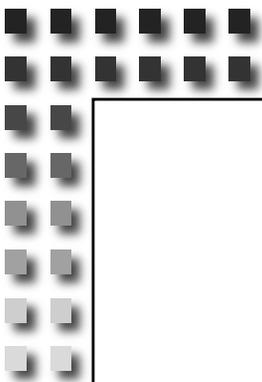
Meeting minutes

- **Why**
 - To record decisions
 - To record discussions
 - ...
- **How**
 - Finding a minute taker
 - Notes are scrappy



Tools

- **Audio streams**
- **Meetecho recordings**
- **Other app recommendations**



BCP (A view)

- Use them as “temporary” minutes
- Helpful if the audio stream goes down
- Use transcribing tools to replace “temporary”

Question: Can we replace minute taking with these tools?